



1. Purpose and scope

The purpose of this policy is to provide a standard of attendance and punctuality for all employees. The very basis of an employment contract is that the employee has come to work to do the work which he has been employed / hired to do. He must therefore present himself at work. He must come to work on time and must be at work during the agreed hours

Because employees are vital to the work / operations of the Cederberg Municipality, reliable and consistent attendance is a condition of employment. This policy applies to all employees of the Cederberg Municipality.

2. Absenteeism

Regardless of the reason, employees are not entitled to be absent without leave from work or from their work stations during working hours. The Council's disciplinary code provides for severe disciplinary action where employees contravene this policy. An employee is considered absent from work when he/she is not available for his assigned work / work schedule, regardless of the reason.

2.1 Scheduled Absences:

Employees are to notify their supervisors as early as possible about scheduling time off from work (eg doctor's appointment, personal days etc), whether paid or unpaid. Scheduled absences are arranged at the mutual convenience of the Employer and

employee, based on the operational needs of the Employer. Absence can be considered scheduled if a 24-hour advance notice is given, and the absence is approved by the supervisor.

2.2 Unscheduled Absences:

If an employee doesn't come to work due to an unscheduled absence (e.g. Calling-in due to sickness), he must follow prescribed procedures for calling in. Failure to follow prescribed procedures (informing his superior) may result into instituting disciplinary action up to and including dismissal. After three consecutive days of unscheduled absence, failure to notify and receive approval will be considered job abandonment, and the employee's status can be terminated effective from the day following the last day of work.

Employees who are absent from work on an Monday, Friday or the day preceding or just after a public holiday must submit a medical certificate.

2.2.1 Excessive Unscheduled Absences:

Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal. Supervisors will notify an employee when patterns or concerns develop that may place them at risk of being reprimanded. The following factors should be considered in determining if unscheduled absences are excessive:

2.2.1.1 Patterns of absence: A pattern of absence demonstrates a predictable routine. For example, is the employee consistently absent the day after pay day, or a particular day, e.g. Monday or Friday, or always on the day before or after a holiday, etc?

2.2.1.2 Frequency of absence: How often does the employee have unscheduled absence? Repeated instances of unscheduled absences, such as call-ins, early departures, not reporting etc, should be considered. Even though the absences may not constitute a predictable pattern, is the employee often absent?

2.3 Poor time keeping (lack of punctuality):

It is imperative that all employees report for duty on time, and handles a high standard of punctuality. An employee is considered tardy when he/she fails to report to the assigned work area at the scheduled time. This includes returning from breaks and / or lunch breaks. An employee who expects to be late is to notify his supervisor or his assignee according to prescribed procedures. Employees may not extend a normal workday to make up for being tardy without the supervisors approval, except with approved flexi-time eg. directors. Another form of absenteeism would be where an employee manages to get to work, but can't be found. Work stations are left for long periods without permission.

2.4 Attendance Register:

Where applicable, employees must use a time reporting system or attendance register to document work time and breaks from work. Absences, late arrivals, early departures, and extended breaks in the workday are accounted for on employees' time record. Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures up to and including dismissal.

2.5 Absence due to ill-health / unavoidable reasons

- 2.5.1 Where an employee is absent unexpectedly for reasons of ill-health or other unavoidable reasons, the employee must complete a leave form on his first day of return to work and submit it to his / her immediate supervisor, failing which, will result in disciplinary action, which might lead to dismissal. Management may ratify the absence should circumstances merit it and acceptable proof of the reason for the absence is submitted by the employee. However, in all cases of such absence, the employee is himself required to contact his Director / manager / supervisor directly, by no later than 08h00 am on the day(s) of absence, so as to provide the following information:
- 2.5.2 The reason for the absence;
 - 2.5.3 The expected duration of the absence;
 - 2.5.4 In this regard, should an employee fail to speak directly to his / her Director / manager / supervisor / teamleader) in respect of the above, the employee will be held responsible should a message not reach his manager;
 - 2.5.5 Any absence from work without prior authorization or good reason will result in the employee not being entitled to any remuneration for the period of absence;
 - 2.5.6 The council will not pay an employee who is absent for more than two days, or for one day or more, on more than two occasions during an eight week period, unless the employee produces a valid medical certificate from a practitioner registered with the Health Professions Council, on his return to work, stating that the employee was, according to the medical practitioner, unable to work for the duration of the employees' absence from work.
 - 2.5.7 Employees who abuse sick leave or who tender fraudulent medical certificates will be

disciplined, which may be serious enough to warrant dismissal;

- 2.5.8 An employee who breaches the above requirements will be subject to discipline in terms of the Council's disciplinary code. Sanctions against employees found guilty of misconduct could range from warnings to dismissal depending on the severity of the absenteeism and the number of previous warnings, if any;
- 2.5.9 The withholding of payment for absenteeism is not a sanction; therefore the employer is still entitled to institute disciplinary action;
- 2.5.10 A medical certificate must be issued and signed by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament.

3 DESERTION

- 3.1 An absent Employee can only be established as a deserter after three days of absence without leave. The employees services will be suspended pending a disciplinary hearing.
- 3.2 Should the employee return to the workplace after his employment has been terminated, the Deserter Enquiry must be reopened. This is so that his reasons for absence can be examined. Should he show good reason for his absence and failing to contact the municipality, reinstatement must be seriously considered;
- 3.3 If the employee does not return to work after being absent for three days following his last working day, and no / negative / unacceptable response was received from the employee, the employee will be deemed to have no intention to return to work;
- 3.4 If after the period mentioned above, the employer is satisfied that an employee has no intention of returning to work, a deserter enquiry (which will follow the structure and procedure of a

disciplinary hearing as per the council's disciplinary code) will be instituted, and may/will commence in the absence of the deserter.

4. Shopsteward Leave

Leave for shopsteward activities will be governed by the Organisational Rights Agreement (ORO). However, it must be mentioned that Shopstewards must at all times obtain permission from their supervisor(s) for any leave of absence from their place of work. Should a shopsteward fail to inform his supervisor, such leave will be deemed unscheduled and therefore unpaid. Shopstewards must stay within their leave allocation.

5. General

The onus to inform the employer of any leave of absence, rests with the employee, and the employee will / must do anything that can be reasonably expected of him / her to inform his/her immediate supervisor as per this policy. The employer may set standards for acceptable levels of absenteeism, and if an employee's absenteeism is deemed unacceptable, it could ultimately result in dismissal.